Dispensary Ordering

Changes to Dispensary Module and Ordering Screens:

- **Allow the Prescriber to authorize refills for an order.**
- **Ability to enter a prescription expiration date different from the Medication expiration date.**
- **Each prescription is assigned a unique RX number.**
- **The user dispensing the medication can now dispense authorized refills for the prescription.**

1. **Getting here:** Login, click **Client List** on the Navigation Pane (left menu) to generate the Client Search Screen, locate the client name and hover over [pencil icon] under Actions and click **Activity List**.

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2. There are 2 ways to access the client's **Dispensary ordering list**:

a. On the activity list, hover over the

 next to **Dispensary Order Summary**, and click **Review**.

OR

b. On the Navigation Pane (left menu) click **Treatment** and **Dispensary Ordering**.

3. On the Dispensary Ordering screen, Click **Add New.**

4. The **Date Prescribed** will populate with 'Today's date' and **# of Authorized Refills** defaults to 0.

5. Complete/update all required (yellow) fields.

NOTE: According to IDAPA a prescription expiration date must not exceed 15 months.

Rx Number	Prescriber's DEA Number
Dispensed Drug/Strength [ ] ▼ Show all Drugs	Dose [ ]
Prescriber [ ] ▼	Frequency [ ]
Allow Generics Yes ▼	Method of Order [ ] ▼
Date Prescribed 6/30/2016 📅	Quantity [ ]
# of Authorized Refills 0	Prescription Expiration Date [ ] 📅
Comments	Instructions
Created By	Updated By
Created Date	Updated Date

Cancel Save Finish

6. Enter **instructions** for taking the medication. This information will print on the label.

NOTE: Information entered in the Comments field does NOT print on the label.

7. Click **Save** and **Finish.**

Rx Number	Prescriber's DEA Number 100
Dispensed Drug/Strength Abilify 10mg ▼ Show all Drugs	Dose 10 mg
Prescriber Prescriber, Jane ▼	Frequency 1 QD
Allow Generics Yes ▼	Method of Order Verbal ▼
Date Prescribed 6/30/2016 📅	Quantity 30
# of Authorized Refills 3	Prescription Expiration Date 6/30/2017 📅
Comments	Instructions Take 1 Tablet each morning.
Created By	Updated By
Created Date	Updated Date

Cancel Save Finish